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UNITED STATES DEPARTMENT OF AGRICULTURE

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September 12, 1944

MEMORANDUM TO HEADS OF ADMINISTRATIONS, BUREAUS, AND OFFICES

There is need for a systematic disposal plan to retire records of the so-called "standard forms" when they no longer serve any useful purpose. Such a plan has been drafted in tentative form under the title "Proposed Disposal Schedule for Standard Form Records." Two copies are attached for your consideration.

After comments and suggestions have been received from the bureaus and after appropriate changes are made in the schedule, it will be sent to the Archivist and the Congress in accordance with the provisions of Public Law 115, 78th Congress, approved July 7, 1943. If the schedule is approved, the bureaus and offices of the Department of Agriculture will be able to dispose of "official record copies" of standard forms without further recourse to the National Archives and Congress for disposal authority.

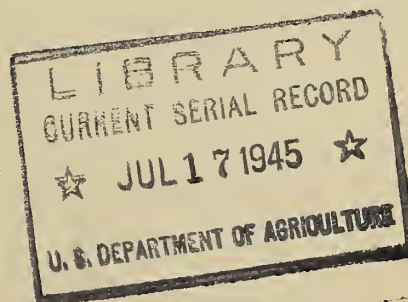
Alton C. C. C.

Assistant War Food Administrator

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Attachment



JAN 2 1945

September 12, 1944

Explanation of the Proposed Disposal Schedule
for Standard Form Records

The plan is, first, to obtain bureau comments and suggestions; second, to make appropriate revisions in the light of these suggestions; third, to submit the schedule to the Archivist and the Congress for approval; and fourth, if approved, to issue the schedule as a supplement to Office of Plant and Operations Publication No. 1, "Disposition of Official Records". A revision of this publication containing information and procedures for the disposition of records of the Department is planned for early publication.

The material in the proposed schedule has been largely abstracted from data previously submitted by the bureaus on a mimeographed form in response to a request by the Office of Budget and Finance. Additional data have also been supplied from the other staff offices.

The proposed retention period for each form is the minimum. Should a lesser period prove essential, the bureaus should suggest the preferred retention period and the reasons therefor.

If a bureau or office should desire to retain the records for a greater period than proposed in the schedule after it is approved by the Archivist, it will be necessary, under the proposed plan, for a bureau to secure approval from the Office of Plant and Operations.

All "AD" forms and standard forms prescribed by other agencies are included in the proposed schedule. Possibly many of the forms listed in the schedule are not currently being used. Those assumed to be obsolete are identified and a proposed period of retention is also shown so that the files of these obsolete form records may be cleared. There may be forms listed as still being used which actually are obsolete. In some instances, particularly with personnel forms, no retention period is proposed for the reason that a number of the forms are probably not being used in any office in Agriculture. The bureaus are asked to comment on these matters so that any discrepancies or omissions may be rectified in the proposed schedule.

The "record copy" of a standard form is defined here as the "official record copy". Duplicates of an "official record copy" may be disposed of at any convenient time specified by a responsible bureau officer, but "duplicate copies" should not be retained after the "official record copy" has been disposed of as proposed in the schedule. Upon approval of the schedule by the Archivist, it may prove desirable to develop disposal schedules within bureaus for the duplicate copies.

The Archivist may request the Department to indicate where the "official record copies" are filed. Obviously, the file drawer and the office where such a document is held cannot be conveniently designated. The plan is to indicate to the Archivist that any given "official record copy" form is filed in a bureau or in a Department staff office, such as, Budget and Finance, Plant and Operations, Office of Information, and Office of Personnel. Certain forms, however, on the same subject matter are occasionally filed both in bureau files and in Department staff office files and the schedule should show which one of the forms is the actual "official record copy". The bureaus are asked to indicate the official record copies which should be filed in the Department staff offices. (Examples: Form 202, transfer household goods; Form 2, leases.) This should be done by placing the letter "S" (for staff office) opposite form number on the return copy of the schedule which is returned to the Office of Budget and Finance. It will be assumed that all other official record copies will be filed in the bureau files.

At the time of seeking this blanket disposal schedule authority, the Archivist will also be requested to authorize the Department to dispose of concurrently any bureau or office form records which support, append, or supplement any of the standard form records listed on the schedule. This action is based on the assumption that such forms developed by the bureau will not be needed for a greater period of time than the parent form. Comments on this matter are solicited from the bureaus.

Approval of the proposed schedule by the Archivist will act to supersede the retention periods approved on previous schedules of standard form records. After approval, requests for deviations or exceptions will have to be filed with the Office of Plant and Operations in the prescribed manner.

This schedule presents forms that are common to the Department of Agriculture, and other agencies of the Federal Government. They have been promulgated by the agencies indicated herein, under prescribed authority, as a means of establishing, coordinating, and maintaining uniform policies and operating procedures for activities within their jurisdiction.

Office of President
Bureau of the Budget
Department of the Treasury
Civil Service Commission
U.S. Employee's Compensation Commission
Department of Agriculture

The schedule is comprised of Standard forms, listed in numerical sequence showing title and functional classification of each form. The functional classification indicates the general purpose for which the form is designed and a letter of the alphabet is used as symbol. This schedule appears under two headings:

1. Standard Forms, U. S. Department of Agriculture
2. Standard Forms issued by other Federal Agencies for General Governmental Use.

Functional Classification

A - Personal Services

Under this heading are grouped forms that relate to expenditures for salaries and wages or other services of officers and employees, either civil or military, of the Federal Government. This classification also includes compensation for special services rendered by consultants or others employed on a per diem or hourly basis, and cash allowances for quarters, heat, light, or other cash emoluments incident to personal services.

B - Travel (Expenses)

This classification includes forms that are used in accounting for expenditures incurred in connection with travel performed in accordance with the Standardized Government Travel Regulations.

C - Transportation of Things

Includes forms to facilitate transportation of things payable by the Government and care thereof while in transit.

D - Communications Services

Forms relate to transmission of messages or communications, telegraph radio, telephone, mail, etc.

E - Accidents and Claims

Forms for reporting injuries to civil employees of the United States while performing their official duties, also motor vehicle accidents and claims resulting therefrom or from other services.

F - Acquisition and Disposal of Supplies, Property and Equipment, and Services other than Personal

Forms pertaining to contractual services for rents, printing and binding, supplies, materials, equipment, property (including real), repairs and alterations, construction of buildings, etc.

G - Control and Accounting of Federal Funds - Expenditures

Under this heading are grouped forms to facilitate the control and accounting for all moneys administered and expended by the various Federal Agencies.

H - Control and Accounting of Federal Funds - Receipts

Forms to facilitate control and accounting for all moneys received for deposit for the account of the Treasurer of the United States.

I - Personnel Records

Forms for personnel record work.

J - Control and Accounting of Federal Property

Forms to account for and control disposition of accountable Federal property including maintenance and repair thereof.

The proposed schedule was prepared by the Office of Budget and Finance in cooperation with the Offices of Information, Plant and Operations, and Personnel. Your comments and recommendations, written on one of the attached copies, should be sent to the Office of Budget and Finance not later than November 10, 1944. Additional information may be secured by calling Extension 3207.

PROPOSED DISPOSAL SCHEDULE FOR STANDARD FORM RECORDS

5

Standard Forms, U. S. Department of Agriculture
"AD" Forms

<u>Form No.</u>	<u>Functional Symbol</u>	<u>Title or Indicated Use</u>	<u>Proposed Retention Period in Years</u>
1	A	Payroll, Personal Services, D. C.	5
1a	A	Receipt For Cash Payment for Personal Services	5
2	A	Payroll, Personal Services, Outside D. C.	5
3	A	Voucher, Personal Services, (one person only)	5
4	B	Travel Expense Voucher	5
4a	B	Subvoucher For Meals and Lodging	5
5	F	Voucher for Purchases and Services other than personal	5
6	F	Public voucher for Adv.	5
14	F	Request For Supplies, Equipment or Services	5
14A	F	" " " " " "	5
15	B	Field Diary and Travel Record	3
16	I	Application For Leave (For 7-hour employees)	3
16A	I	" " " (For 8-hour employees)	3
17	I	" " " Washington	3
17A	I	" " " Field	3
18	F	Statement of Script Used	3
19-Revised	F	Request For Mailing (white)	5
19-Revised	F	" " " (yellow)	5
19-Revised	F	" " " (pink)	1
19-Revised	F	" " " (green)	0
20	J	Property Lost or Destroyed	3
20a	G	Disbursement Schedule	3

<u>Form No.</u>	<u>Functional Symbol</u>	<u>Title or Indicated Use</u>	<u>Proposed Retention Period in Years</u>
22	B	Statement of Travel By Motor Vehicle	Obsolete-5
23	J	Survey Papers (Surplus Equipment)	Obsolete-5
24-Revised	E	Claim For (Loss or Damage To) Private Property and/or Personal Injuries	5
25	J	Report of Sales of Property Out of Washington	5
26	F	Invoice of Property Purchased	5
27	D	Rush Slips	0
28	I	Recommendation For Promotion (Thick)	Obsolete-Preserve
28A	I	Recommendation For Promotion (Thin)	Obsolete-Preserve
32	F	Rubber Stamp Request	Obsolete-1
35	C	Charge Slip Covering Express Shipment	3
37	A	Memorandum - To accompany Cash Pay	3
38	F	Purchase Orders (Office of the Secretary)	5
38A	F	" " " " " "	5
38B	F	" " " " " "	5
38C	F	" " " " " "	5
38D	F	" " " " " "	5
38E	F	" " " " " "	5
38F	F	" " " " " "	5
38G	F	" " " " " "	5
39	I	Resignation Blank	Preserve
40	F	Invoice of Material Consigned for Sale to Department of Agriculture Welfare Store	5
41	I	Recommendation To The Secretary (Thick)	Preserve
41A	I	Recommendations To The Secretary (Thin)	Preserve
42	G	Letter To Claims Division General Accounting Office	5

<u>Form No.</u>	<u>Functional Symbol</u>	<u>Title or Indicated Use</u>	<u>Proposed Retention Period in Years</u>
43	G	Distribution of Expenditures	Preserve
43A	G	" " "	"
43B	G	" " "	"
45	I	Authorization To Administer Oaths	Obsolete)
46	I	Revocation of Authorization to Administer Oaths	")
47	B	Receipt of Cash Payment	3
48	G	Combined Account	3
49	C	Dray Tickets	3
50	I	Leave Record Cards	5
51	I	Master Retirement Card	Preserve
52	D	Registered Package Franks	0
54	I	Identification Cards	Destroy after cancellation
55	B	Memorandum of Traveling Expenses	3
56	C	Memorandum to Drayage Companies	3
57	F	Laundry Tickets	3
58	H	Certification of Eligibles (Thick)	1
58A	H	" " " (Thin)	1
59	J	Transmittal of Manuscripts	1
59A	J	Receipt of Manuscripts	1
59B	J	Transmittal of Manuscript	1
60	G	Schedule of State Tax on Gasoline	5
61	B	Authorization to Attend Meetings	5
62	D	Telegram Confirmation Blanks	0
64	F	Authority to Advertise	5
66	I	Summary, of Recommendations for Promotions	Obsolete-1

Form No.	Functional Symbol	Title or Indicated Use	Proposed Retention Period in Years
66A	I	Summary, by Grades (Departmental)	Obsolete) 1
66B	I	" " " (Field)	Obsolete)
70	B	Government Travel Allowance - Actual Expense	5
71	B	" " " - Per Diem	5
72-Revised	F	Request for Duplicating	Obsolete-3
73	F	Request for Drafting or Photographic Work	Obsolete)))
73A	F	" " " " " "	Obsolete))3
73B	F	" " " " " "	Obsolete))
73C	F	" " " " " "	Obsolete)
74	F	Request for Publications	0
75	F	Request for Farmers' Bulletins	0
76	G	Monthly Revision of Estimates	2
77	D	Mailing List Drop Card	0
78-Revised	F	Request for Printing and Binding	2
79	D	Mailing List Add Card	Preserve
80	I	Report of Employment to the Secretary Under Act of June 26, 1930. (Original)	Obsolete-1
80A	I	Report of Employment to the Secretary Under Act of June 26, 1930. (Carbon Sheets)	Obsolete-1
81	D	Foreign Mail Order (Original)	1
81A	D	" " " (Duplicate)	1
83	I	Request for Approval of President to Fill Vacancies	Obsolete-1
83A	I	Request to Fill Vacancies	Obsolete-1
85	D	Telegraph Blanks, Blue (Incoming)	0
85A	D	" " , Green " "	0
85B	D	" " , Pink " "	0

<u>Form No.</u>	<u>Functional Symbol</u>	<u>Title or Indicated Use</u>	<u>Proposed Retention Period in Years</u>
86	B	Travel Regulations	Obsolete-1
87	A	Salary Tables	Obsolete) 5
87A	A	Supplement to Salary Tables	Obsolete)
88	J	Fiscal, Property and Administrative Regulations	Obsolete-5
88A	J	Amendments to (Fiscal, Property and Administrative Regulations)	Obsolete-5
89	F	Request for Lease Clearance	Obsolete-5
90	I	Report of Employees	Obsolete-1
91	G	Daily Record of Registry Mailings (articles, the value of which is more than \$5.00 but less than \$1,005)	30 days
92	G	Daily Record of Registry Mailings (articles, the value of which is \$1,005 or more)	30 days
93	G	Memorandum of Correction in Subappropriation Charges	
94	G	Voucher for Losses Sustained Due to Depreciation of Foreign Currencies	3
95	F	Supplies Credit Slip	5
96	A	Pay Roll for Personal Services, Works Project - Hourly Basis	5
96a	A	Memorandum for Pay Roll for Personal Services, Works Projects - Hourly Basis	5
96b	A	Continuation Sheet for AD96	5
96c	A	Memorandum for AD96b	5
97	A	Pay Roll for Personal Services and Owner Operated Equipment, Teams, Trucks, etc.	5
97a	A	Memorandum for AD97	5
97b	A	Continuation Sheet for AD97	5
97c	A	Memorandum for AD97b	5

<u>Form No.</u>	<u>Functional Symbol</u>	<u>Title or Indicated Use</u>	<u>Proposed Retention Period in Years</u>
98	A	Pay Roll for Personal Services - Works Projects - Semimonthly Basis E-R	5
98a	A	Memorandum for AD98	5
98b	A	Continuation Sheet for AD98	5
99	G	Application to General Accounting Office Obsolete-Preserve for Direct Settlement of Land Acquisition Account.	
100	G	Bond of Indemnity (Advance, "Subsistence Expense Act of 1926" and Act of June 3, 1902)	3
101	G	Bond of Indemnity (Advances under Act of June 3, 1902)	3
102-Revised	D	Toll Call Certificate	5
103	J	Employee's License	Destroy when canceled
104	A	Pay Roll for Personal Services and Equipment (Original)	Obsolete))
104A	A	Pay Roll for Personal Services and Equipment (Continuation Sheet-Original)	Obsolete))
104B	A	Pay Roll for Personal Service and Equipment (Memorandum)	Obsolete)) 5
104C	A	Pay Roll for Personal Service and Equipment (Continuation Sheet-Memorandum)	Obsolete))
104D	A	Pay Roll for Personal Service and Equipment - Short Form (Original)	Obsolete))
104E	A	Pay Roll for Personal Service and Equipment - Short Form (Memorandum)	Obsolete))
105	F	Check Mailing Slip	-
106	J	Property Record Card (White)	Preserve
106	J	Property Record Card (Salmon)	"
106	J	Property Record Card (Blue)	"
106	J	Property Record Card (Yellow)	"
107	J	Report of Transfer of Property	5
108	J	Report of Property Constructed	5

Form No.	Functional Symbol	Title or Indicated Use	Proposed Retention Period in Years
109	J	Report of Surplus or Unserviceable Property	5
110	J	Authorization for Disposition of Serviceable Property	5
111	J	Report of Disposition of Property	5
111a	J	Physical Inventory Report (Continuation Sheet) (Obsolete)	5
112	J	Report of Loss or Damage of Property	5
113	J	Physical Inventory Report for the Period Ending	5
113A	J	Physical Inventory Report Continuation Sheet	5
114	D	Secretary's Correspondence (Routing Slip)	0
115	I	Statement of Perquisites	Obsolete-5
116	G	Statement of Balances - General Ledger Accounts (Obsolete)	Obsolete-Preserve
117	G	Schedule of Balances Showing Status of Appropriations	Preserve
119	F	Contract for Preparation of Abstracts of Title	Preserve
119a	F	Certificate of Title (Assigned to Solicitors Office)	Preserve
119b	F	Indexes to Book and Page References (Assigned to Solicitors Office)	Preserve
120	H	Application for Employment	Obsolete-1
122	I	Field Classification Sheet	Preserve
123	F	Erection and Repair Approval	5
124	G	Statement of Balance	-
125	I	Personnel Questionnaire	Preserve
126	I	Notification of Personnel Action (Sets)	"
126F	I	Personnel Notification (Field)	"
127	F	Purchase Order - Vendors Invoice	5

Form No.	Functional Symbol	Title or Indicated Use	Proposed Retention Period in Years
127A	F	Purchase Order - Vendors Invoice	5
128a	F	Field Purchase Order - Vendor's Invoice	5
128c	F	Field Purchase Order - Vendor's Invoice	5
130	G	Bond, Funds and Property	5 years after expiration date
131	G	Bond Covering Employees where funds of Corporations are held in Trust by the United States	5 years after expiration date
132	I	Referring of Eligibles (Original)	Obsolete-1
132a	I	" " " (Memo)	Obsolete-1
134	I	Personal History Abstract	Obsolete-1
135	E	Monthly Summary of Circumstances and Causes of Injuries	5
136	E	Narrative Report of Accident	5
137	J	Boiler and Pressure Vessel Inspection Report	5
138	J	Report of Receipt of Non-Expendable Property	Obsolete-5
140	I	Request for Authorization to Administer Affidavits	Obsolete)))5
142	I	Request for Revocation of Authorization to Administer Affidavits	Obsolete)))
150	D	Statement of Official Matter Mailed Free of Postage	Obsolete-2
152	G	Report of Indebtedness to Accompany CSC Form 2806 (Obsolete)	Obsolete-5
154	B	Justification for Air Travel	3
160	G	Bonds, Funds and Property (Special for Employees not holding Secretarial Appt.)	5 years after expiration date
161	G	Bond Covering Employees Where Funds of Corporations are held in Trust by the United States (Special for Employees not Holding Secretarial Appt.)	5 years after expiration date

<u>Form No.</u>	<u>Functional Symbol</u>	<u>Title or Indicated Use</u>	<u>Proposed Retention Period in Years</u>
170 (1)	D	Correspondence Reference Sheet	*
172	D	Mail Control Sheet	*
180	D	Form - Fast Communication - Messages	*
180A	D	" " " "	*
180B	D	Confirmation - Telegram	*
186	J	Record of Cost of Government - Owned Motor - Propelled Passenger - Carrying Vehicle	3
187	J	Operation Record - Government - Owned Motorized Equipment	Obsolete-3
188	J	Cost of Operating Government - Owned Motorized Equipment (17 x10-1/2)	Obsolete-3
190	J	Request Form (Motor Transportation) (Motor Vehicle Release)	1
196	I	Request for Retirement Record Card	Preserve
200	B	Request for Authorization (Travel)	3
202	B	Authorization (Travel)	3
204	B	Authorization - General (Travel)	3
206	B	Authorization - Amendment (Travel)	3
209	C	Schedule of Letters of Authorization for the Transportation of Household Goods.	3
215	F	General Conditions Applicable to Supply Contracts	3
218	F	Request for Issuance of Invitation for Bids	3
220	C	Freight Rate and Routing Request	3
224	F	Invitation for Cash Offer for used Equipment	3

<u>Form No.</u>	<u>Functional Symbol</u>	<u>Title or Indicated Use</u>	<u>Proposed Retention Period in Years</u>
226	F	Special Provisions Applicable to all Purchases of Automotive Trucks and Passenger Cars	3
230	D	Statement of Official Long Distance Calls	5
232	D	Statement of Difference - Long Distance and Interzone Telephone Calls	5
234	J	Charge - Out Card	*
236	D	Directory and Telephone Identification (Card)	Obsolete Destroy after cancellation
238-Revised	F	General Conditions Applicable to Service Contracts	3
240	F	Form Letter (Distribution of Bid Invitations to Bureau Federal Offices)	3
244	F	Request for Purchase of Publications	3
245	J	U.S.D.A. Library Call Card	
246	F	Form Letter (To Division of Purchase, Sales, and Traffic, Re: Bids)	3
250	E	Accident Report	5
252	C	General Information to Employees Requesting the Movement of Household Goods at Government Expense	3
256	B	Identification Folder for Use in Connection with Foreign Travel	2
258	F	Renewal of Canvass Statement	3
270	D	Request for Duplicating Services	3
271	D	Request for Photographic Services	3
272	D	Photographic Guide	0

Standard Forms Issued by Other
Federal Agencies for General Governmental Use

<u>Form No.</u>	<u>Functional Symbol</u>	<u>Title or Indicated Use</u>	<u>Proposed Retention Period in Years</u>
1	F	Requisition for Printing and Binding	3
2	F	Standard Form for Government Lease	3 years after expiration In bureau 10 years P & O.
3	G	Estimates of Appropriations Required for the Service of the Fiscal Year ending June 30, 19__	Preserve
3a	G	For use in Preparing Schedules of Expendi- tures to Accompany Estimates for Lump-sum appropriations	Preserve
4-Obsolete	I	Personnel Journal	Obsolete-1
4a-Obsolete	I	Changes in Civilian Personnel	Obsolete-1
5-Obsolete	I	Completion of Personnel Journal	Obsolete-1
6-Obsolete	I	Personal History Statement	Obsolete-Preserve
7	I	Service Record Card	Preserve
8-Obsolete	I	Oath of Office	Obsolete-1
9	C	Report of Shipments	3
10-Obsolete	C	Request for Routing	3
11-Obsolete	G	Waiver of Apportionments	Obsolete-3
12-Obsolete	G	Apportionment of Appropriation	Obsolete-3
13	I	Abstract of Official Record of U.S. Government Employees	Obsolete-5
14	D	Telegram - Official Business - Govern- ment Rates	*
14a	D	Telegram - Official Business - Govern- ment Rates	*
15-Obsolete	I	Request for Reinstatement	Obsolete-Preserve
16-Obsolete	I	Request for Transfer	Obsolete-Preserve
17	I	Report on Probationary Appointee	Obsolete-Preserve

Form No.	Functional Symbol	Title or Indicated Use	Proposed Retention Period in Years
18	B	Transportation Request Register, Series	3
19	A	Bond of Indemnity - Advances, "Subsistence Expense Act of 1926"	3
20	F	Standard Government Form of Invitation for Bids (Construction Contract)	3
21	F	Standard Government Form of Bid (Construction Contract)	3
22	F	Standard Government Instruction to Bidders (Construction and Supplies)	3
23	F	Standard Government Form of Contract (Construction)	3
24	F	Standard Government Form of Bid Bond (Construction and Supply)	3
25	F	Standard Government Form of Performance Bond (Construction or Supplies)	3
26	E	Driver's Report - Accident, Motor Transporta- tion	3
27	E	Investigating Officer's Report - Accident, Motor Transportation	3
28	E	Claim for Damages - Accident, Motor Transportation	3
30	F	Standard Government Form of Invitation for Bids (Supply Contract)	3
31	F	Standard Government Form of Bid (Supply Contract)	3
32	F	Standard Government Form of Contract (Supplies)	3
33	F	Standard Government Short Form Contract (Supplies)	3
34	F	Standard Government Form of Annual Bid Bond (Supplies)	3
35	F	Standard Government Form of Annual Performance Bond (Supplies)	3
36	F	Standard Government Form of Continuation Schedule for Standard Form 31 or 33 (Supplies)	3

<u>Form No.</u>	<u>Functional Symbol</u>	<u>Title or Indicated Use</u>	<u>Proposed Retention Period in Years</u>
37	I	Notice of Retirement Status	Preserve
38	I	Certificate for Continuance in the Service	Preserve
39	I	Request for Certification	1
40	D	Contract for Telephone Service - The United States of America	3
41	F	Standard Government Form of Contract (Coal)	3
42	F	Standard Government Instructions to Bidders (Coal)	3
43	F	Standard Government Purchase Conditions (Coal)	3
44-Obsolete	C	Motor Fuels Tax Exemption Certificate	Obsolete-3
45-Obsolete	C	Motor Fuels Tax Exemption Identification Card	Obsolete Destroy after cancellation
46	I	Request for (Transfer (Reinstatement (Change in Status	Obsolete-1
47-Obsolete	I	Personnel Affidavit	Obsolete-Preserve
48	I	Recommendation for Classification (Under the Ramspeck Act and Section 1 of Executive Order No. 8743)	Preserve
49	I	Recommendation for Classification (Under the Ramspeck Act and Section 6 of Executive Order No. 8743)	Preserve
50	I	Changes in Civilian Personnel	Obsolete-5
51	I	Report of _____ Efficiency Rating	3
52	I	List of Efficiency Ratings	3
53	I	Recommendation for Classification (Under Section 1 of Executive Order No. 8833)	Preserve
54	I	Recommendation for Classification (Under Section 1 of Executive Order No. 8833 and Section 6 of Executive Order No. 8743)	Preserve
55	I	Recommendation for Classification (Under Section 2 of Executive Order No. 8952)	Preserve

<u>Form No.</u>	<u>Functional Symbol</u>	<u>Title or Indicated Use</u>	<u>Proposed Retention Period in Years</u>
56	I	Recommendation for Classification (Under Section 2 of Executive Order 8952 and Section 6 of Executive Order 8743)	Preserve
57	I	Application for Federal Employment	If employed 5 years Otherwise 1 year
58	I	Continuation Sheet for Question 27, "Application for Federal Employment, Standard Form No. 57"	do
60	I	Application for Federal Employment - Short Form	do
61	I	Oath of Office, Affidavit, and Declaration of Appointee	Preserve
61a	I	Oath of Office, Affidavit, and Declaration of Appointee	Preserve
62	I	Record or Request for Approval of Promotion and/or Assignment	5
1001-Obsolete	G	Appropriation Ledger	Obsolete-Preserve
1002-Obsolete	G	Allotment Ledger	Obsolete-5
1003-Obsolete	G	Schedule of Disbursements	Obsolete-5
1004-Obsolete	G	Register of Audited Vouchers	Obsolete-3
1004-A-Obsolete	G	Register of Audited Vouchers	Obsolete-3
1005-Obsolete	G	Register of _____ (insert sheets)	Obsolete-3
1006-Obsolete	G	Register of _____ (item column; first sheet)	Obsolete-3
1007-Obsolete	G	Register of Disbursements and Disbursing Officers' Advances	Obsolete-5
1008-Obsolete	H	Register of Receipts	Obsolete-5
1009-Obsolete	H	Register of Deposits of Collections and Unexpended Balances	Obsolete-5
1010-Obsolete	G	Expense [Distribution] Ledger	Obsolete-5
1011-A-Obsolete	G	Expense [Distribution] Ledger	Obsolete-5

<u>Form No.</u>	<u>Functional Symbol</u>	<u>Title or Indicated Use</u>	<u>Proposed Retention Period in Years</u>
1012a-Obsolete			
1012a-Revised	B	Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel (memorandum)	5
1012c-Obsolete			
1012c-Revised	B	Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel (continuation sheet of memorandum)	5
1012e-Obsolete			
1012e-Revised	B	Statement of Travel by Motor Vehicle	5
1013b-Obsolete			
1013b-Revised	A	Pay Roll for Personal Services (Employees on Annual Salary Basis) (memorandum, brief on back)	5
1013c-Obsolete	A	Pay Roll for Personal Services (Employees on Annual Salary Basis) (first and follow sheet of memorandum)	5
1013e-Obsolete			
1013e-Revised	A	Pay Roll for Personal Services - Short Form (memorandum)	5
1014	G	General Ledger (ruled)	Preserve
1014-A	G	General Ledger (unruled)	Preserve
1014-A	G	General Ledger (ruled)	Preserve
1014-C	G	General Ledger (unruled)	Preserve
1014-D	G	General Ledger (unruled)	Preserve
1014-M	G	Disbursing Officer Ledger (ruled)	Preserve
1015	G	Allotment Ledger (ruled)	5
1015-A	G	Allotment Ledger (ruler - yellow; unruled - yellow and white)	5
1015-B	G	Allotment Ledger (copy) (unruled)	5
1015-C	G	Allotment Ledger (unruled)	5
1015-D	G	Allotment Ledger (unruled)	5
1015-W-Obsolete	G	Allotment Ledger	Obsolete-5
1015-Y-Obsolete	G	Allotment Ledger	Obsolete-5

<u>Form No.</u>	<u>Functional Symbol</u>	<u>Title or Indicated Use</u>	<u>Proposed Retention Period in Years</u>
1016-Obsolete	G	Expense Distribution Ledger	Obsolete-5
1016-Obsolete	G	Expense Distribution Ledger (yellow-copy)	Obsolete-5
1016	G	Distribution Ledger (ruled)	5
1016-A	G	Distribution Ledger (unruled)	5
1016-B	G	Distribution Ledger (unruled)	5
1916-W-Obsolete	G	Expense Distribution Ledger (unruled)	Obsolete-5
1016-Y-Obsolete	G	Expense Distribution Ledger (unruled - yellow copy)	Obsolete-5
1017-Obsolete	G	Register of _____ (for general ledger transactions) (unruled)	Obsolete-5
1017-A-Obsolete	G	Register of Allotment Ledger Transactions (unruled)	Obsolete-5
1017-B	G	Register of _____ (for general ledger transactions) (unruled)	5
1017-C	G	Register of Allotment Ledger Transactions (unruled)	5
1017-D	G	Register of Vouchers (green) (unruled)	5
1017-E	G	Register of Encumbrances (salmon) (unruled)	5
1017-F	G	Distribution Register (unruled)	5
1017-G	G	Journal Voucher (unruled)	Preserve
1018	G	Special Salary Payment	5
1019-Obsolete	G and H	Account Current (line distribution-large)	5
1019b	G and H	Account Current - Memorandum Sheet (unruled - yellow)	5
1020-Obsolete	G and H	Account Current (line distribution - small) (ruled)	5
1021	G and H	Account Current (columnar distribution - 2 columns) (ruled)	5
1022-Obsolete	G and H	Account Current (columnar distribution - 8 columns) (ruled)	Obsolete-5

<u>Form No.</u>	<u>Functional Symbol</u>	<u>Title or Indicated Use</u>	<u>Proposed Retention Period in Years</u>
1023	G	Voucher Distribution Card (original - white; copy - salmon)	3
1024	G	Schedule of Disbursements (columnar distribution - 8 columns) (ruled)	5
1025	G	Schedule of Disbursements (1 distribution column)	5
1026	H	Schedule of Collections (ruled and unruled)	5
1027	G	Requisition for Disbursing Funds	5
1028	B	Government Requests for Transportation (cover)	Destroy after use of T.R.
1029	B	No title (Tabulation sheet for Standard Forms No. 1030 and 1031)	5 years after payment of T.Rs.
1031	B	Government Request for Transportation (memorandum - white)	5
1032	G	Schedule of Disbursements (unruled, accounting machine form, double)	5
1033	B	U. S. Government Transportation Identification Card (blue)	Destroy after cancellation
1034a-Obsolete			
1034-Revised	F	Public Voucher for Purchases and Services other than Personal (memorandum)	To GAO
1035a-Obsolete			
1035a- Revised	F	Public Voucher for Purchases and Services other than Personal (continuation sheet - memorandum)	5
1036-Obsolete	F	Abstract of Agreement - Advertising - Award - Obsolete-5 Form	
1036-Revised	F	Statement and Certificate of Award	Part of contract
1037	A	Affidavit to be Executed by the Mother of an Officer Claiming Dependency allowances under the Act of June 10, 1933. (42 Stat. 625)	10
1038-Obsolete			
1038-Revised	B	Application for Advance of Funds for Travel Expenses	2 years after repayment
1038a-Obsolete	B	Application for Advance of Funds (retirement deduction)	Obsolete-5

<u>Form No.</u>	<u>Functional Symbol</u>	<u>Title or Indicated Use</u>	<u>Proposed Retention Period in Years</u>
1039-Obsolete			
1039-Revised	B	Statement of Advances of Funds for Travel Expenses	5
1040	A	Receipt for Cash Payment of Salary	5
1041	A	Affidavit to be Executed by Civil Officers of the United States Upon Appointment to Office	Obsolete-5
1042	G and H	Schedule of _____ (double) (ruled)	
1043	G	Notice of Collection of Amounts Suspended or Disallowed	5
1044-Obsolete			
1044-Revised	H	Schedule of Collections	10
1045	H	Summary of Collections	5
1046-Obsolete	H	Schedule of Transfers and Refunds	Obsolete-5
1046-Revised	H	Schedule of Transfers - Special Deposits	10
1048	H	Public Voucher for Refunds (memorandum - yellow) (letter form)	5
1050	H	Public Voucher for Refunds (memorandum - yellow) (tabular form)	5
1051	A	Flight Certificate and Schedule (officers and enlisted men)	3
1051a	A	Flight Certificate and Schedule (enlisted men)	3
1052	F	United States Government Statement of Advertising Rates	5
1053	F	Advertising Order	5
1054a	F	Public Voucher For Advertising	5
1055	A	Application for Payment of Amounts Due Deceased or Incompetent Civilian Employees, Officers and Enlisted Men in the Military Service, and Public Creditors of the United States	5
1056-Obsolete	I	Retirement Record Card	Obsolete-5
1057a	A	Pay Voucher for Six Month's Death Gratuity Pay (memorandum - yellow)	5

<u>Form No.</u>	<u>Functional Symbol</u>	<u>Title or Indicated Use</u>	<u>Proposed Retention Period in Years</u>
1058a	C	Government Bill of Lading (memorandum copy) (yellow)	5
1059	C	Government Bill of Lading (shipping order-salmon)	5
1060	C	Temporary Receipt (for property, original B/L lost)	5
1061	C	Certificate in Lieu of Lost Bill of Lading	5
1062	C	Government Bill of Lading - Extra Sheet (Extra or continuation sheet for Standard Forms No. 1058, 1059, 1060, and 1061) (White, salmon, and yellow)	5
1062a	C	Government Bill of Lading - Extra Sheet (for Standard Form No. 1058a)	5
1062b	C	Government Bill of Lading - Extra Sheet for Standard Form No. 1059)	5
1063	G and H	Collecting and Disbursing Officer's or Agent's Report of No Transactions	10
1064	G	Schedule of Disbursements	5
1065	G	Summary Statement of Disbursements	3
1066-Obsolete	C	U. S. Government Motor Fuel's Tax Exemption - Obsolete-3 Receipt	
1067a	B	Public Voucher for Transportation of Passengers (memorandum - yellow)	5
1067c	B	Public Voucher for Transportation of Passengers (first and follow sheet for 1067a - yellow)	5
1068a	C	Public Voucher for Transportation of Freight or Express (memorandum)	5
1068c	C	Public Voucher for Transportation of Freight or Express (extra or continuation sheet for Standard Form No. 1068a)	5
1069a	A	Pay Voucher for Allowance for Living Quarters, Heat, Fuel, and Light (memorandum)	5
1070-Obsolete			
1070-Revised	H	Schedule of Retirement and Disability Fund Credit	5

<u>Form No.</u>	<u>Functional Symbol</u>	<u>Title or Indicated Use</u>	<u>Proposed Retention Period in Years</u>
1071a-Obsolete	B	Mileage Voucher (memorandum)	5
1071a-Revised			
1072b-Obsolete			
1072b-Revised	A	Pay Roll for Personal Services - Industrial (employees on per hour, day, week, month, or piece-work basis) (memorandum, brief on back)	5
1072c-Obsolete			
1072c-Revised	A	Pay Roll for Personal Services - Industrial (employees on per hour, day, week, month, or piece-work basis) (first and follow sheet of memorandum)	5
1072e-Obsolete			
1072e-Revised	A	Pay Roll for Personal Services - Industrial (Employees on per hour, day, week, month, or piecework basis) (short form - memoran- dum)	5
1073b-Obsolete			
1073b-Revised	A	Pay Roll for Personal Services - Industrial (Employees on per hour, day, week, month, or piecework basis) (memorandum, brief on back)	5
1073c-Obsolete			
1073c-Revised	A	Pay Roll for Personal Services - Industrial (Employees on per hour, day, week, month, or piecework basis) (first and follow sheet of memorandum)	5
1073e-Obsolete			
1073e-Revised	A	Pay Roll for Personal Services - Industrial (Employees on per hour, day, week, month, or piecework basis) (short form - memorandum)	5
1074-Obsolete			
1074-Revised	A	Pay Roll for Personal Services - Miscellaneous (Employees on per hour, day, week, month, or piecework basis) (memorandum, brief on back)	5
1074c-Obsolete			
1074c-Revised	A	Pay Roll for Personal Services - Miscellaneous (Employees on per hour, day, week, month, or piecework basis) (first and follow sheet of memorandum)	5
1074e-Obsolete			
1074e-Revised	A	Pay Roll for Personal Services - Miscellaneous (Employees on per hour, day, week, month, or piecework basis) (short form - memorandum)	5

Form No.	Functional Symbol	Title or Indicated Use	Proposed Retention Period in Years
1075	A	Pay Receipt [loose] For Cash Payment - Not Transferable (for per diem employees)	5
1076	A	Special Per Diem, etc., Payment (Not Transferable) (subvoucher)	5
1077-Obsolete and discontinued	H	Schedule of furlough and Compensation Deductions	Obsolete-1
1078-Obsolete	I	Schedule of Vacant Positions	Obsolete-1
1079-Obsolete	I	Schedule of Vacant Positions Filled by Authority of the President of the United States	Obsolete-1
1079a-Obsolete	I	Schedule of Vacant Positions Filled by Authority of the President of the United States (first and follow sheet)	Obsolete-1
1080a-Obsolete 1080a-Revised	G	Voucher for Adjustments Between Appropriations and/or Fund (memorandum - yellow)	5
1080c-Obsolete 1080c-Revised	G	Voucher for Adjustments Between Appropriations and/or Funds (memorandum of collection voucher, green)	5
1081-Obsolete 1081-Revised	H	Schedule of Adjustments	5
1082-Obsolete	I	Application for Refund of Retirement Deductions	Obsolete-1
1083-Obsolete	I	Application for Retirement Annuity	Obsolete-1
1084-Obsolete	I	Application for Retirement from the Civil Service on Account of Total Disability	Obsolete-1
1085-Obsolete	A	Public Voucher for Retirement Refunds and/or Estate Claims	Obsolete-5
1086-Obsolete	A	Schedule of Retirement Annuity Payments Authorized	Obsolete-5
1087-Obsolete	I	Individual Service Record	Obsolete-Preserve
1088-Obsolete	I	Register of _____ [appointments or separation]	Obsolete-5
1089-Obsolete 1089-Revised	B	Schedule of Advances of Funds for Travel Expenses, under the Act of _____	3

<u>Form No.</u>	<u>Functional Symbol</u>	<u>Title or Indicated Use</u>	<u>Proposed Retention Period in Years</u>
1090	D	Telephone Service Statement	5
1091	D	Summary Statement of Telephone Service	5
1092	G	Summary Statement of Disbursements and Collections by Official Projects	5
1093	G	Schedule of Deductions from Payment to Contractor	5
1094-Obsolete			
1094-Revised	C	United States Government Tax Exemption Certificate To Vendor	
1094a-Obsolete			
1094a-Revised	C	Cover of U. S. Government Tax Exemption Certificate (front, outside and inside; back, outside)	5
1094b	C	Tabulation sheet (insert for Standard Form No. 1094-Revised)	5
1094c	C	U. S. Government Tax Exemption Identification Card	Destroy after Cancellation
1095	G	Summary Statement of Disbursements and Collections by Appropriation Limitations	5
1096	G	Schedule of Voucher Deductions	10
1097	G	Request for Corrections in Appropriation, Fund, Limitation, and Official Project Accounts	5
1098-Revised	G	Schedule of Canceled Checks	5
1099	G	Signature Card	Destroy after Cancellation
1100	G	Notice of Exceptions; Reply to Exception	5
1101	G	Miscellaneous Obligation Record	5
1102	G	Individual Earnings Record	5
1765	I	Sheet 1 - Eligibles Certified under Civil Service Rules for Appointment from Register	3
		Sheet 2 - Report on Certification	
1844A-6 parts		Certificate of Eligibles (Departmental)	5

<u>Form No.</u>	<u>Functional Symbol</u>	<u>Title or Indicated Use</u>	<u>Proposed Retention Period in Years</u>
1844A-8 parts	I	Certificate of Eligibles (Field)	5
1844, a, b, c,	"	No title (Certificate of Eligibles) (for Post Office use)	
1844, d	"	(second sheet for 1844 a, b, c,)	
1890	"	Request for List of Eligibles	Destroy after list exhausted
1890 P.D.	"	Request for Certification-Original Appointment	
1917	"		
1992a	"	Letter of Inquiry About Availability	5
2002	"	No title (Form letter regarding certification)	
2280	"	No title (Forms relating to conferment of	
2280a	"	"Competitive Status" or "nonconferment")	
2280b	"		
2280c	"		
2280(e)	"		
2280(f)	"		
2324-Obsolete	"	Record of Efficiency	
2374-Obsolete	"	Civil Service Application (superseded by S.F. 57; also S.F. 60 when authorized and/or applicable)	
2390	"	Fingerprint Chart	
2413	"	Certificate of Medical Examination	Preserve
2453	"	No title (Forms relating to conferment or	"
2453a	"	nonconferment of "Competitive Status")	
2453b	"		
2552	"	No title (Form letter regarding certification without Civil Service Status)	"
2659	"	No title (Form letter regarding confirmation of appointment)	"
2750	"		
2806	"	Retirement Record Card	"
2806-1	"	Designation of Beneficiary	

Form No.	Functional Symbol	Title or Indicated Use	Proposed Retention Period in Years
2807	I	Register of (appointments or separations)	2 years
2807-1	"	Register of Adjustments	
2807-2	"	Annual Summary of Retirement Fund Transactions	Preserve
2817	"		
2838	"	Service Record Card	Preserve
2865	"	Request for Service Record	Preserve
2865-1a	"	No title (first follow-up for Form No. 2865)	Preserve
2865-1b	"	No title (second follow-up for Form No. 2865)	Preserve
2865-1c	"	No title (third follow-up for Form No. 2865)	Preserve
2865-2	"	No title (transmittal return for Form No. 2865 for additional information)	Preserve
2865-3	"	No title (form letter regarding retirement addressed to "The Postmaster")	
2857	"	No title (form letter re: certification)	
2861	"	No title (change of address - certification)	
2861a	"	No title (change of address post office rail- way postal clerk - for certification. Form Letter)	
2877	"	Authority for Physical Examination	
2888	"	Application for Entry on Reemployment List (Form 375 must be executed and submitted with this Form)	
2894	"	No title (position classification form)	
2895	"	No title (position classification form)	
2931	"	Classification Sheet (used in lieu of S.F. 50)	Preserve
2933	"	No title [Form letter to the Director of Census for correct date of birth]	
2934	"	Statement of Reasons for Passing over a Veteran's Preserve Eligible and Selecting a Nonveteran (Certi- fication form)	

Form No.	Functional Symbol	Title or Indicated Use	Proposed Retention Period in Years
2948-Obsolete	I	Affidavit as to Marital Status and Members of Family	
3000	"	Death Claim	
3001	"	Application for Annuity	
3002	"	Application for Retirement on Account of Total Disability	
3005	"	Application for Refund Retirement Deductions	
3008	"	Index Card of Beneficiary	
3012	"	Application for Service Credit	
3025	"	Application for Retirement on Account of Disability	
3028	"	Application for Service Credit	
3031	"	Application for Retirement on Account of Disability	
3034	"	Application for Service Credit	
3037	"	Statement of Account of Overdrawn Annual and/or Sick Leave	5
3040	"	No title (Form Letter - retirement)	
3042	"	No title (Form Letter - Retirement)	
3055	"	" " " " "	Preserve
3063	"	" " " " "	
3090	"	" " " " "	
3092	"	" " " " "	
3118	"	" " " " "	
3151	"	No title (Form letter - rejection of retirement claim)	Preserve
3158	"	No title (Form letter - notification of approved retirement claim)	
3168	"	No title (Form letter - retirement)	Preserve
3170	"	" " " " "	"

<u>Form No.</u>	<u>Functional Symbol</u>	<u>Title or Indicated Use</u>	<u>Proposed Retention Period in Years</u>
3175	I	No title (Form letter - retirement)	Preserve
3185	"	" " " " "	"
3190	"	" " " " "	"
3194	"	" " " " "	"
3200-Obsolete	"	Service Rating Form	
3201-Obsolete	"	Service Rating Form [Technical and Professional]	
3257a-Obsolete	"	Report of Employment and Payrolls in the District of Columbia	
3257b-Obsolete	"	Report of Employment and Payrolls Outside	
3257	"	Report of Federal Civilian Employment (superseded Forms 3257a, b, and 3280)	Preserve
3267-Obsolete	"	No title (form to accompany Form 2413 medical certificate)	
3280-Obsolete	"		
3311	"	No title (Investigative form letter)	
3329	"	Certificate Authorizing Classification	Preserve
3329a	"	Certificate Authorizing Classification	"
3329	"	Certificate Authorizing Status Under Labor Regulations	"
3358	"	No title (Form letter regarding variance in form of name used by employee)	
3395	"	Certificate Authorizing Classification (For Postmasters under the act of June 25, 1938)	
3415	"	No title (Form letter regarding date of birth)	
3464a-Obsolete	"	Questionnaire - Personnel Information Sheet for New Appointees (superseded by S. F. 57)	
3464b-Obsolete	"	"Continuation Sheet for Forms 3464 and 3464a" (superseded by S.F. 58)	
3465a-Obsolete	"	"Instruction Sheet for Form 3464a"	
3471	"	Election to Make Voluntary Contributions	

<u>Form No.</u>	<u>Functional Symbol</u>	<u>Title or Indicated Use</u>	<u>Proposed Retention Period in Years</u>
3484	I	Reinstatement () Transfer (Certificate No. Change in Status (Obsolete-5
3525-Obsolete	"	National Emergency List - Personnel Informa- tion Sheet (superseded by S. F. 57; also S.F. 60 when authorized or applicable)	
3532	"	No title (Form letter regarding date of birth)	
3533	"	No title (Form letter regarding date of birth)	
3546	"	No title (Form letter regarding veteran's preference)	
3568	"	Report to Federal Bureau of Investigation of Death of Former Employee of Annuitant	
3571	"	No title (Form letter of General Accounting Office regarding dual compensation)	
3596	"	No title (Form letter re: retirement voluntary contributions to Civil Service Retirement and Disability Fund)	
3633	"	No title (Form letter - Veterans' preference)	
3696	"	Recommendation for Classification Under E. O. No. 8744	Obsolete-Preserve
3750-Obsolete	"	(Changed to S. F. 50)	
3763	"	No title (Form letter re: investigation)	
3812	"	No title (Form letter re: investigation)	
3820	"	Certificate Authorizing Classification	Preserve
3820a	"	Certificate Authorizing Classification (Ram- speck Act and E. O. No. 8743)	
3821	"	Application for Attorney Positions (for attorney and other legal positions under jurisdiction of the Board of Legal Examiners)	
3822	"	Law School Statement - Qualification of Applications for Attorney Positions	
3876a	"	No title (Transfer under War Manpower Com- mission Directive No. 10 and E. O. Nos. 9243 and 9063)	Preserve

<u>Form No.</u>	<u>Functional Symbol</u>	<u>Title or Indicated Use</u>	<u>Proposed Retention Period in Years</u>
3876b	I	No title (Transfer form)	
3876d	"	" " " "	
3876e	"	" " " "	
3879a	"	No title (Certificate of appointee by the Direct Recruiting Service, United States Civil Service Commission)	Preserve
3894a	"	No title (Certification form)	
3956	"	No title (conferment of "Competitive Status")	Preserve
3962	"	No title (Form letter - retirement)	
3964	"	Report of Exit Interview	
3965	"	Monthly report of Exit Interview and Separations	
4093	"	No title (Retirement form letter; a request for information concerning applicant's separation from the service)	
4094	"	No title (Form letter regarding retirement)	
4096	"	No title (Form letter regarding retirement; request for SC for 2806)	

* Facilitation forms to be disposed of when related subject files are retired